



**Islamic Republic Of Afghanistan
Kabul Municipality**



PUBLIC PARTICIPATION POLICY PUBLICATIONS DEPARTMENT

H.E Mohammad Yunus Nawandish

Signature: _____



Islamic Republic Of Afghanistan

Kabul Municipality



1. Purpose and Objective

The purpose of the Public Participation Policy is to provide the proper mechanisms by which the public may participate in the affairs of the Municipality and to clarify roles and responsibilities of all the interested parties.

The objectives of the Public Participation Policy are to outline the roles and responsibilities of the Municipal Management and the community in the enhancement of participatory democracy and to establish and outline the use of mechanisms, processes and procedures for public participation.

2. Scope

This Policy applies to all officials and communities of the Kabul Municipality.

3. Principles

The following are the principles that govern the implementation and use of this Policy:

- a. Openness and Transparency
- b. Accountability
- c. Responsiveness
- d. Accessibility
- e. Information and education

4. ROLES AND RESPONSIBILITIES

4.1 Kabul Mayor

4.1.1 Development of the Culture of Public Participation

As set out in this Policy, the Kabul Mayor must:

- a) Encourage and create conditions for the local community to participate in the affairs of the Municipality, including in –
 - (i) The preparation, implementation and review of the Municipality's Development Plan;
 - (ii) The establishment, implementation, and review of the Municipality's Performance Appraisal System;
 - (iii) The monitoring and review of the Municipality's performance, including the outcome and impact of such performance;
 - (iv) The preparation of the Municipality's budget;
 - (v) Consideration of the Municipality's Revenue Collection policies
 - (vi) Strategic decisions relating to the provision of municipal services.
- b) Ensure that the Kabul Municipality employs sufficient staff members, who may help in informing and educating the community about the affairs of the Municipality
- c) Ensure that all staff members, are trained in the basic knowledge of the relevant areas



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- d) Ensure that the Municipality contributes to building the capacity of the community to enable it to participate in the affairs of the Municipality
- e) Establish and notify the public of all the available methods for participation
- f) Ensure that the Municipality uses appropriate venue for public meetings and/or hearings as provided for in this Policy.

5. POLICY DIRECTIVES AND PROCEDURES

5.1 Public Meetings

All meetings in which any of the matters listed above are to be discussed should be opened to the public. Town hall meetings and Wednesday public hearings are examples of such meetings.

5.2 Public Meetings Notification

- 5.2.1 Whenever anything must be notified by the Municipality through the media to the local community under this Policy or any other applicable policies and legislation, it must satisfy the following requirements:
 - a) A notice of a public meeting must be advertised at least once in a newspaper circulating in the municipal area and electronic media that covers a bigger portion of the municipal area
 - b) All notifications must be in a language understood by the majority of its intended recipients
 - c) All notices shall be issued at least two days before the date of the meeting
- 5.2.2 When the Municipality invites the community to submit written comments or representation on any matter before the public meeting, it must be stated in the invitation that any person who cannot write may come during offices hours to a place where a staff member of the Municipality named in the invitation, will help that person to transcribe that person's comments or representations.
- 5.2.3 The following are entitled to special invitations to public meeting
 - (a) Traditional Authorities
 - (b) District Committees
 - (c) Recognized Structures
 - (d) Special guests
 - (e) Civil Society Organizations
 - (f) Media

5.3 Venue for Public Meetings and Hearings

In determining the appropriateness of venues for public, the Kabul Municipality must consider the following:

- (a) The size of the venue considering the approximate number of people who might attend the meeting;
- (b) The location of the venue and access to it via public and private transport;



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- (c) The amount of staff members of the Kabul Municipality made available to ensure the smooth administration of the meeting; and
- (d) The provision of security for both members of the Municipality as well as members of the community attending the meeting.

5.4 Public Participation Options and Procedures

The following shall be methods for public participation to be recognized and observed by all the stakeholders:

5.4.1 Petitions and complaints

- a) All petitions shall be addressed to the Municipality's senior management and may be submitted to the petition department or district manager responsible for the district whose residents are writing the petition;
- b) All petitions received shall be acknowledged in writing by the Municipality within 48 hours of receipt
- c) Petitions shall be disposed of by the relevant portfolio committee within 31 days or referred to the relevant department
- d) The Kabul Municipality shall notify the concerned community of the complaint lodged with the Municipality in seven days of having processed and considered the complaint.
- e) The Kabul Municipality must, on appropriate notice and in a manner provided for in this Policy, notify the community of any public meeting and/or hearing arranged to discuss and consider any of the petitions and complaints lodged by members of the community

5.4.2 Public Comments and Open Sessions

When the Municipality considers and deliberates on any of the matters set out in this policy it must hold open sessions to which the community must be invited to submit their views and comments.

5.4.3 Comments via Electronic Mail

- (a) The Mayor should provide the community with a central e – mail address where they may submit written comments directly to the Municipality on any matter referred to in this Policy and/or other relevant legislation
- (b) The Mayor should ensure that the comments are accessed regularly and collated by a staff member specifically allocated to this task.

6. Consequences of Violations

7. Evaluation Criteria

The success of this Policy will be measured by

- a) The number of deputations; petitions; complaints; and comments lodged in accordance with the provisions of this Policy;
- b) The reduction in the number of complaints raised through the media



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8. Policy Enforcement

The contents of this policy are enforceable after His Excellency the Mayor's approval.